

# How to Register for a Course on TRAIN

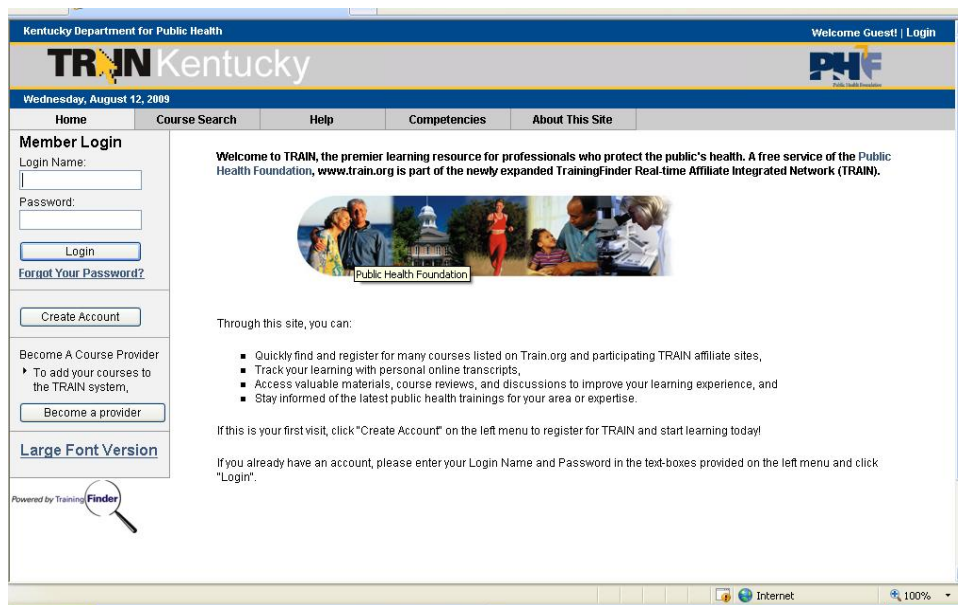
Welcome to the Governmental Services Center's e-Learning Program. To register and participate in a GSC e-Learning course you will need to register for the class through your training liaison after obtaining your supervisor's permission.

Once you have been enrolled in the course via Pathlore you will receive an email confirmation with the Course ID number and Registration code listed. You will need to follow the instructions below using these two numbers to self-enroll in the course.

If you already have a TRAIN account and have participated in a TRAIN course you may log into your TRAIN account and use the course code and registration code information found in your email confirmation for the class that you have enrolled in through your agency training liaison to register for your GSC e-Learning course. If you are new to TRAIN then please follow the instructions "**How to Register Initially in TRAIN**" listed below.

## How to Register Initially in TRAIN

- Type "http://ky.train.org" into the address field of your browser to get to the KY TRAIN site.
- Click on "Create Account" which appears underneath the login on the left hand side of the screen. (Do this only once.) If login name or password has been misplaced, contact Hardin Stevens at 502-564-4990 x 3639 or by email at: [hardin.stevens@ky.gov](mailto:hardin.stevens@ky.gov).



- Agree to the TRAIN Policies.

Kentucky Department for Public Health

Welcome Guest! | Login

**TRAIN** Kentucky

Wednesday, August 12, 2009

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Please read the following TRAIN policies carefully. If you agree to these policies, check the box below to continue with the registration.  
Note: You must agree to these policies to be able to access the TRAIN website.

**TRAIN Policies**

- I. General Policies and Liability Terms
- II. Confidentiality Statement
- III. Learner Rights and Responsibilities
- IV. Course Provider Rights and Responsibilities
- V. Definitions

☒ I agree to these TRAIN policies \*

Next Cancel

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- Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (\*). Do not hit the "Back" button at any time during the registration process.

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**Required Fields:**

Login Name: \*

Password: \*

Confirm Password: \*

First Name: \*

Last Name: \*

Title: \*

Telephone (daytime): \*

Example: 077977-7777

Email: \*

Confirm Email: \*

Organization name: \*

Department / Division: \*

Address 1: \*

City / Township / Town: \*

Zip code / Postal code: \*

Country: \*

State / Territory: \*

County: \*

**Optional Fields:**

Middle Name:

Telephone (evening):

Daytime Extension:

Pager:

Fax:

Mobile:

Bureau/ Section:

Address 2:

☐ I would like to receive notifications about the site updates by email.

Please choose your secret question and provide a ONE WORD answer. You will be asked this question if you forget your password:

- Answer the secret question at the bottom of the page with an easy-to-remember, one-word answer. In the event that you forget your password, this question will be posed as a security measure during the password retrieval process. Click "Next" when finished.

- On the resulting page, you will be asked to provide your location, job role and additional professional information.

The screenshot shows the TRIN Kentucky website interface. At the top, there is a header with the Kentucky Department for Public Health logo and the text "Welcome Guest! | Login". Below this is a navigation bar with links: Home, Course Search, Help, Competencies, and About This Site. The main content area contains a form with the instruction: "Please select from the dropdown menus below your location, agency and/or job role as appropriate." There are two dropdown menus. The first is labeled "Franklin" and has a dropdown arrow. The second is labeled "Select Organization or Worksite" and has a dropdown arrow. Below the second dropdown menu, a list of options is displayed: "Select Organization or Worksite", "Emergency Management", "Hospital", "Other Health Care Provider", "Public Health", and "Volunteer Agencies". The "Volunteer Agencies" option is currently selected. There are "Back" and "Next" buttons below the dropdown menus. At the bottom of the page, there is a copyright notice: "© PHF 2003-2009 - Confidentiality Statement".

- MRC Member – Leave this unchecked unless you are a member and Click "Next".

The screenshot shows the TRIN Kentucky website interface, specifically the section asking about MRC membership. The header and navigation bar are the same as in the previous screenshot. The main content area contains a form with the question: "Are you a member of the Medical Reserve Corps (MRC)?". There are two radio buttons: "Yes" and "No". The "No" radio button is selected. There are "Back" and "Next" buttons below the radio buttons. At the bottom of the page, there is a copyright notice: "© PHF 2003-2009 - Confidentiality Statement".

Please select up to 3 professional roles that best match your job description. Some roles may require you to select a specialization from the adjacent drop down menu. If you select "Other," please type your specialization in the space provided. Click "Next" when finished.

- We suggest for state government employees to use "Student" and/or "Other" and type in "state government employee" as in the example below.

<input type="checkbox"/>	Law Enforcement	
<input type="checkbox"/>	Legal Professional	
<input type="checkbox"/>	Librarian / Information Specialist	
<input type="checkbox"/>	Licensure / Inspection / Regulatory Specialist	
<input type="checkbox"/>	Medical Examiner / Coroner	
<input type="checkbox"/>	Mental and Behavioral Health Professional	--Select--
<input type="checkbox"/>	Nurse	--Select--
<input type="checkbox"/>	Occupational Health and Safety Personnel	
<input type="checkbox"/>	Outreach / Field Worker	
<input type="checkbox"/>	Pharmacy Professional	--Select--
<input type="checkbox"/>	Physician	--Select--
<input type="checkbox"/>	Non-Physician Clinician	--Select--
<input type="checkbox"/>	Policy / Planner	
<input type="checkbox"/>	Program Specialist	
<input type="checkbox"/>	Public Health Official	
<input type="checkbox"/>	Public Relations / Media Specialist	
<input type="checkbox"/>	Researcher / Analyst	
<input checked="" type="checkbox"/>	Student	
<input type="checkbox"/>	Teacher / Faculty	
<input type="checkbox"/>	Volunteer	
<input checked="" type="checkbox"/>	Other (specify)	State Employee <span style="color: red;">Required attribute.</span>

Back Next

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- On the resulting page, please select the 3 settings that best fit your work environment. Click "Next" when finished.

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## TRIN Kentucky

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Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

Work Settings	Value	
<input type="checkbox"/>	Academic / Educational Institution	--Select--
<input type="checkbox"/>	Official Public Health Agencies	--Select--
<input type="checkbox"/>	Military	
<input checked="" type="checkbox"/>	Other Government Agencies (except Military)	
<input type="checkbox"/>	Healthcare Services	--Select--
<input type="checkbox"/>	Indian Health Service	
<input type="checkbox"/>	Tribal Health Sites	
<input type="checkbox"/>	Non-Profit Organization (except Healthcare)	
<input type="checkbox"/>	Private Industry (except Healthcare)	
<input checked="" type="checkbox"/>	Other (specify)	

Back Next

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Done Internet 100%

- On the resulting page, additional demographic information will be requested. This information is not required for registration. Click "Continue" to finish registering for TRAIN.

Kentucky Department for Public Health Welcome Guest! | Login

# TRAIN Kentucky

Wednesday, August 12, 2009

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Please select appropriate demographic information (optional).

Demographic Information	Value
Education level (highest attained)	--Select--
Sex	--Select--
Ethnicity	--Select--
Race	--Select--
Birth Date	<input type="text"/> (Format: MM/DD/YYYY)
Primary Language	--Select--
Secondary Language	--Select--

Back Next

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- You are now free to enter the site. Note: Learner information can be edited at any time after registration under "My Account" of the My Learning Record. It is important to keep this information current.

Kentucky Department for Public Health Welcome Guest! | Login

# TRAIN Kentucky

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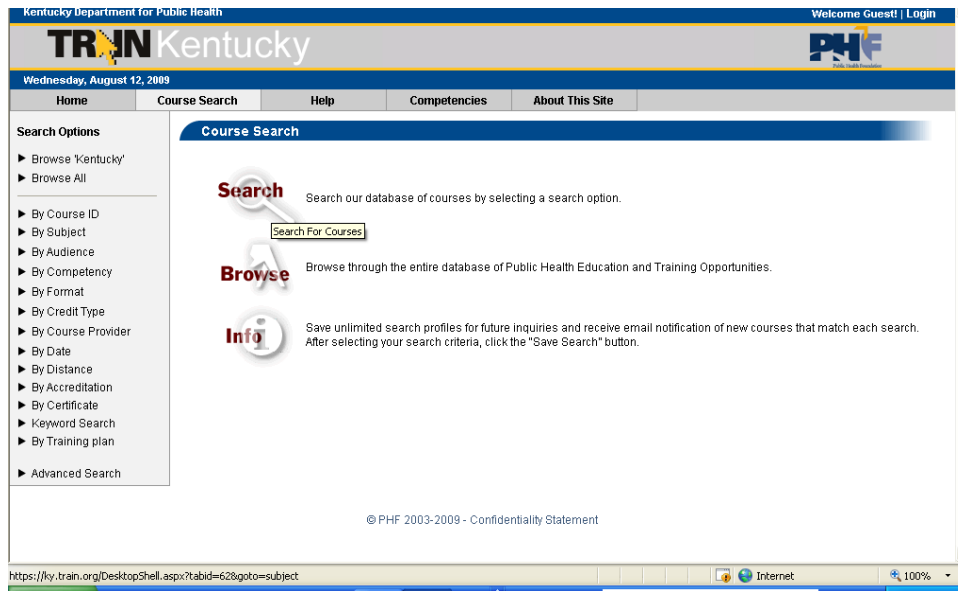
Hello,  
Your NEW ACCOUNT has been created.  
Click on **Continue** button to register for your course.

Continue

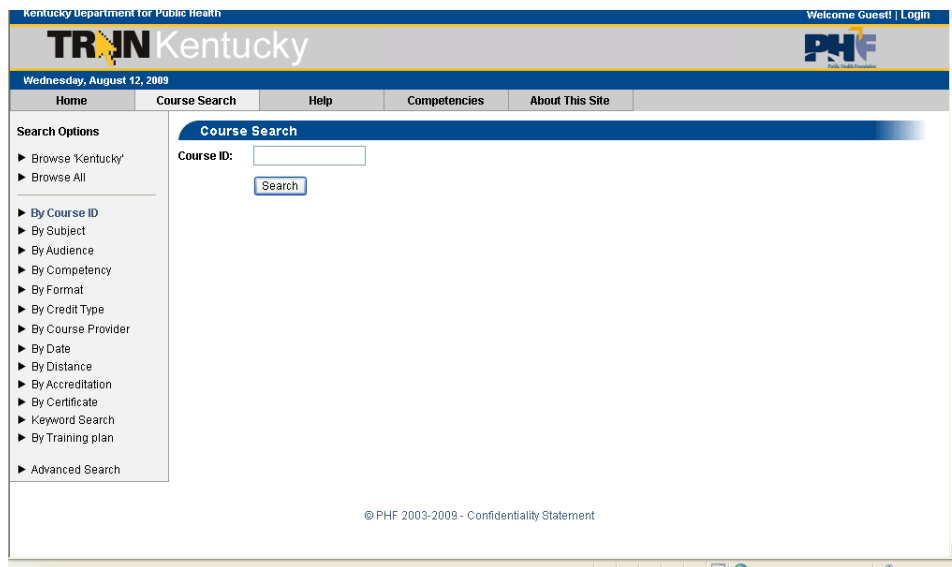
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Internet 100%

- Click on the "Course Search" tab.



- Now, click on "By Course ID" in the left navigation column.



- Now you are ready to type in your course ID number. This number can be found on the confirmation email that was sent to you via Pathlore. If you have not enrolled in your course through your agencies training liaison please stop now and contact your training liaison. Below is a link to our website to help you identify your liaison. <http://personnel.ky.gov/gsc/empdev/register/liaisons.htm>

- Click the title of the course/offering.

Kentucky Department for Public Health Welcome Timothy! | Logout

# TRAIN Kentucky

Wednesday, August 05, 2009

[Home](#)
[Course Search](#)
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[Resources](#)
[Help](#)
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**Search Options**

- Browse 'Kentucky'
- Browse All
- By Course ID
- By Subject
- By Audience
- By Competency
- By Format
- By Credit Type
- By Course Provider
- By Date
- By Distance
- By Accreditation
- By Certificate
- Keyword Search
- By Training plan
- Advanced Search
- Saved Search Criteria

**Course Search**

**Search Parameters:** Search returned 1 courses

By CourseID: 1017677

\$ = Fee associated with the course    \* = Credit is offered

To save the criteria for this search please click here: [Save Criteria](#)

★	Title	Provider	Format	Rating
★	GSC-Basic Ethics for the KY Executive Branch - Module - 1017677	Personnel Cabinet	Web-based Training - Self-study	no reviews

To save the criteria for this search please click here: [Save Criteria](#)

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- Click the Registration Tab.

Kentucky Department for Public Health Welcome Timothy! | Logout

# TRAIN Kentucky

Wednesday, August 05, 2009

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**Course Details**

**GSC-Basic Ethics for the KY Executive Branch - Module - 1017677** [Back](#)

Course Details   [Contacts](#)   [Registration](#)   [Reviews](#)

**Course ID:** 1017677

**Format:** Web-based Training - Self-study (Online)

**Clinical / Non-Clinical:** Non Clinical

**Course Number:**

**Cost (US\$):** 0.00

**Credit Type(s):** none

**Certificate:** TRAIN Certificate of Attendance

**Course Description:**

Welcome to the Executive Branch Ethics Commission's online training course. The purpose of this course is to familiarize you, an employee of the executive branch of state government, with the Executive Branch Code of Ethics (the "Ethics Code"). The Ethics Code was enacted by the state legislature in 1992 and is contained in Kentucky Revised Statutes Chapter 11A. The Ethics Code establishes the ethical standards that govern the conduct of all executive branch employees and was enacted to promote public confidence in the government of the Commonwealth and its employees. The Executive Branch Ethics Commission is an independent agency of the Commonwealth which has been given the responsibility of administering and enforcing the provisions of the Ethics Code.

We at the Executive Branch Ethics Commission hope that by taking this online course you will become familiar not only with the Ethics Code itself, but with the resources available to assist you in answering ethics questions that may arise during the course of your employment. While the training is delivered as

- Type in the Registration Code
- This number can be found on the confirmation email that was sent to you via Pathlore. If you have not enrolled in your course through your agencies training liaison please stop now and contact your training liaison. Below is a link to our website to help you identify your liaison.  
<http://personnel.ky.gov/gsc/empdev/register/liaisons.htm>

The screenshot shows the TRAIN Kentucky website interface. At the top, there is a header with the Kentucky Department for Public Health logo and the text 'Welcome Timothy! | Logout'. Below this is a navigation bar with links: Home, Course Search, Discussion Boards, Resources, Help, Competencies, and About This Site. The main content area is titled 'Course Details' and shows the course name 'GSC-Basic Ethics for the KY Executive Branch - Module - 1017677'. There are tabs for 'Course Details', 'Contacts', 'Registration', and 'Reviews'. The 'Registration' tab is active, showing a 'Registration Code' field with a red asterisk. Below the field is a tip: 'Tip: You are required to enter a pre-determined code to register for this course. If you have any questions contact the Course Provider.' and instructions: 'To launch this course, please click on the "Launch" button. Note that this course will be added to "My Learning" after you click the button.' There is a 'Launch' button. At the bottom of the registration section, there are 'Back' and 'Find other courses like this' buttons. The footer of the page says '© PHF 2003-2009 - Confidentiality Statement'.

- Click on the "Launch" button.
- Now you will start to view the content of your course. Good Luck.



# TO MARK COURSE AS COMPLETE AND PRINT YOUR CERTIFICATE

- After completion of course/offering return to your TRAIN account. Click on “Home” to get there.
- Click on “My Learning” under the “My Learning Link”.

**TRAIN Kentucky**

Monday, August 31, 2009

Home Course Search Discussion Boards Resources Help Competencies About This Site

**Spotlight**

► PUBLIC HEALTH ORIENTATION MODULE - 1008492 (To register and launch this module CLICK on the title.)

► DPH TRAINING LINK LIBRARY

► Public Health Foundation Website

► TRAIN Frequently Asked Questions

[Large Font Version](#)

**Announcements**

**CDC Podcasts on H1N1 Influenza Virus Now Available Through TRAIN**

- **Latest Podcast!** Novel H1N1 Flu - Creating a Safe and Healthy Workplace (6:37) (05/20/2009)
- H1N1 Message from the Acting Surgeon General (1:22) (05/13/2009)
- How to Prevent Getting and Spreading Novel H1N1 Flu (2:12) (05/11/2009)
- Crisis and Emergency Risk Communications: Countering Stigmatization (10:29) (05/06/2009)
- Mask and Respirator Usage (3:43) (05/06/2009)
- H1N1 Flu and Antiviral Drugs (3:26) (05/02/2009)
- H1N1 Influenza (Swine Flu) (8:58) (04/30/2009)
- Symptoms of H1N1 (Swine Flu) (3:45) (04/27/2009)
- H1N1 (Swine Flu) (5:46) (04/25/2009)

Click here to view all available CDC podcasts on TRAIN

The Public Health Foundation is working with CDC to have future H1N1 Influenza virus courses/podcasts added to TRAIN as they become available. Announcements will be posted on TRAIN as new H1N1 Flu courses/podcasts are posted to TRAIN.

**KY TRAIN Item #1**

If you need any TRAIN assistance contact the state TRAIN staff at:

kytrainsupport@ky.gov  
or  
(502)564-4990 exts: 3639, 3575, 3630


**My Learning Record**

- My Learning
- My Training Plan
- Transcript
- Certificates
- Course Archive
- My Account

**Search By Course ID**

Course ID:

**Upcoming Events**

- Click on the  to the right of the course title that you have completed.

**TRAIN Kentucky**


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**My Learning**

**Tip:** Click on course title to access to course details.

**Tip:** Click on registration status to launch the course or to launch it's Assessment/Evaluation

**Tip:** If you want to set a course as completed, archived, withdraw from a course or change credit type please click on 

**Tip:** If you want to add scheduled session to your personal calendar please click on 

Type	Name	Status	Manage
Online	GSC-Basic Ethics for the KY Executive Branch - Module - 1017677	In Progress	
Online	GSC-Fundamentals of Safety Module - 1018594	Completed, but an evaluation is pending	

[Back](#)

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- Click “ Evaluation “

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**Course Registration Management**

GSC-Fundamentals of Safety Module - 1018594

**Registration Status:** Completed

This course is updated automatically therefore you cannot change its status.

If you know your grade please enter it here:

Points:

Percentage:  %

**You need to take an evaluation.**

To start evaluation click

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- Click “Start Evaluation “ to complete it

**GSC-Fundamentals of Safety Module - 1018594**

Click 'Start Evaluation' button to start the evaluation.

(150)

- Return to the “Homepage”

**TRAIN Kentucky** PHF

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**Course Registration Management**

GSC-Fundamentals of Safety Module - 1018594

**Registration Status:** Completed

This course is updated automatically therefore you cannot change its status.

If you know your grade please enter it here:

Points:

Percentage:  %

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- Click on the "Certificate" link

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**Home** Course Search Discussion Boards Resources Help Competencies About This Site

**Spotlight**

► PUBLIC HEALTH ORIENTATION MODULE - 1008492 (To register and launch this module CLICK on the title.)

► DPH TRAINING LINK LIBRARY

► Public Health Foundation Website

► TRAIN Frequently Asked Questions

[Large Font Version](#)

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**My Learning Record**

- My Learning
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- My Account

**Search By Course ID**

Course ID:

**Upcoming Events**

- Click on the title of the course and you may view/print the Certificate

Monday, August 31, 2009

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**Certificates**

Course	Registered	Completed	Format	Score	Credit	Certificates
GSC-Fundamentals of Safety Module - 1018594	8/6/2009	8/31/2009	Web-based Training - Self-study	N/A	Not Available	TRAIN Certificate of Attendance

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- You may view/print the Certificate for your records.

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**Home** Course Search Discussion Boards Resources Help Competencies About This Site

**Certificates**

Course	Registered	Completed	Format	Score	Credit	Certificates
GSC-Fundamentals of Safety Module - 1018594	8/6/2009	8/31/2009	Web-based Training - Self-study	N/A	Not Available	TRAIN Certificate of Attendance


**File Download**

Do you want to open or save this file?

Name: certificate.pdf  
Type: Adobe Acrobat Document  
From: ky.train.org

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

**How to Withdraw from a Course**

- Login to T.R.A.I.N. and click on My Learning under the My Learning Folder.
- Click on the  beside of the course that you wish to withdraw, click "Withdraw", OK and Back.

For information about this course, contact GSC at 502-564-8170 or by email at [GSCelearningsupport@ky.gov](mailto:GSCelearningsupport@ky.gov)